EDD Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION: Information Technology Specialist II	WORKING TITLE: Application Architect/Senior Developer
NAME OF INCUMBENT:	POSITION NUMBER: 280-349-1414-976
SECTION/UNIT: Application Development & Support Section	SUPERVISOR'S NAME:
DIVISION: Product Development Division	SUPERVISOR'S CLASSIFICATION: Information Technology Manager I
BRANCH: Information Technology Branch	REVISION DATE: 10/11/2022

Duties Based on: ☒ Full Time   ☐ Part Time – Fraction _____   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☒ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*:

After hours and on-call support (evenings and weekends) may be required for this position as needed.

Travel is rarely required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions):

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management   ☒ IT Project Management   ☐ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☐ System Engineering

Under the general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (IT Spec II) provides technical expertise and leadership in consultation with business and IT executives on architectural design, software procurement and application development to solve business and IT problems. The incumbent performs the more complex tasks in the area of application architecture, design, and development. The incumbent works cooperatively with Application Architects, Project Managers, Business Analysts, Developers, Testers, Security Consultants and other technical staff within the Information Technology Branch (ITB) to deliver high quality and timely products and services to customers. The incumbent ensures technical and vendor staff adhere to accepted coding standards, web development standards and industry best practices in development of technology solutions. The incumbent works closely with enterprise project team members, senior staff, and vendors to define, document, and maintain project processes, as well as

Percentage of Duties	Essential Functions
35%	Lead or participate in design, engineering, coding and implementation of the more complex solutions, including components such as user interface, middleware and infrastructure. Collaborate with customers, management and staff to ensure application architecture is aligned with business requirements. Build, test and implement applications that meets business requirements and supports end users. Develop, review and update technical documentation, such as architectural design documents, security assessments, and application support documentation. Ensure all documentation and design adheres to existing coding, web development and security standards.
35%	Provide technical consulation, recommendations and leadership to the application development team. Perform design and code reviews. Work with Project Managers and/or Scrum Masters to direct or coordinate project tasks and responsibilities to project technical staff. Provide expertise in the development and interpretation of programming guidelines and standards. Provide leadership, guidance, and support to technical staff to diagnose and resolve the most complex coding issues. Delegates application development assignments to the appropriate level of responsibility. Provide mentoring and training for project team staff.
15%	Investigate, assess and recommend new products, technologies and methodologies. Create and maintain roadmap to ensure applications and tools are current. Recommend and implement improvement of application development processes and methods. Provide in-house consulting to technical staff for system design, architecture and development standards and methods. Ensure solution alternatives are developed and suitably applied to resolve problems or issues critical to project success. Conducts presentations or briefings to executive management and peer leadership.
10%	Provide leadership, guidance, and support to technical staff to diagnose and resolve the most complex application support issues. Apply expert skill, knowledge and judgment to troubleshoot and resolve the most complex application development problems. Work directly with end users, vendors and control agency staff and/or contractors to diagnose problems, take corrective action and verify problem resolution. Lead efforts to identify recurring application issues and recommend solutions to resolve these issues.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist

Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other:

Type of environment:

☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with customers:

☐ Required to work in the lobby	☐ Required to work at a public counter
☐ Required to assist customers on the phone	☐ Required to assist customers in person

☐ Other:

5. SUPERVISION

Supervision Exercised*:* None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	PMG Analyst initials dmg	Date approved 10/31/2022

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:
Click here to enter text.

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file